



RENTAL PROGRAM FREQUENTLY ASKED QUESTIONS

When are fees due?

Fees are due in their entirety at time of registration and will be valid for three years. Registration will be due in February every three years. Fees for new rentals (after the registration period) will be pro-rated. For the 2010-2012 cycle, registration fees were due February 26, 2010. The next registration period will begin in 2013.

What are the consequences of not registering and paying fees? Known rental properties that do not register and pay can be fined and tagged as unregistered properties. The tag will indicate that the structure does not have a valid certificate of compliance and may be unlawful to be occupied.

Why is the township doing this? We are one of the last communities in this area to have a rental inspection program (Lansing, E. Lansing, Meridian, Delhi have had inspection programs in the area for many years). Having been one of the only communities in Greater Lansing without a rental program there was the potential for sub-standard housing. We have taken this in baby steps. The State of Michigan adopted the Property Maintenance Code by reference and the Township adopted it several years ago on its own. It was regulated on a complaint basis prior to the adoption of the Rental Registration/ Inspection Ordinance in 2006.

A family member lives in the home, but is not paying rent. Do I need to register?

No, at this time we are not requiring registration or inspection of dwellings occupied by family members (What constitutes a family is defined by zoning regulations). However, we require a disclaimer affidavit filed with a notation that it is occupied by a family member.

Who do I contact for landlord/tenant legal issues – You can contact MSU Rental Housing Clinic 336-8088 or visit www.msulawclinics.org/rhc/PDF/tenantlandlord3.pdf for advice and/ or assistance.

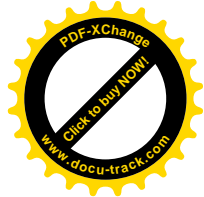
My property is not a rental, I have lived in this home for many years why am I on the rental list? Our information has been obtained from the Assessing Department for properties without 100% homestead filed. If you feel you should have 100% homestead you need to speak to the Assessing Department. In the meantime, please submit an affidavit that the property is not a rental. We have two different databases so for new purchases there could have been a lapse in filing and recording homestead papers.

My house is for sale (and is not for rent) or is vacant – Please file the Disclaimer of Rental Registration Affidavit with Building Department.

Adult Foster Care Homes, Group Homes, or Parsonages are not included in the rental program.

What are the inspection fees? Our inspection fees are included in the registration fees. Some communities charge a registration fee and separate inspection fees after the inspection. This was strongly discouraged because we would be spending too much time working on billing and collections. It is straight forward and the same for everyone. The fee, which will be due every 3 years, includes registration, the inspection and a follow-up inspection if any violations are found from the first inspection (basically the same as trade inspections). If after the first re-inspection violations remain, we reserve the right to charge re-inspection fees. A new rental registered after the February registration period would be pro-rated, but inspected before the next registration cycle. Properties that pass after the first inspection will receive a 10% rebate and multi-family (24+ units) will be billed 1/3 of the overall bill annually.

What happens if I miss an appointment. A “no-show” fee will be charged when a property owner fails to notify the Building Department when you are unable to make a scheduled appointment. This applies to all rentals regardless if they are a multifamily or a single-family dwelling. Corrections are subject to the seriousness of the issue, weather conditions, etc. Section 4-119 (c) states that “reasonable” time frames as determined by the Code Official and if correction periods exceed 60 days an extension request must be filed and approved by the Building Official.



GENERAL GUIDELINES FOR RENTAL PROPERTY INSPECTIONS

The following is a basic checklist for landlords intended only to serve as general guidelines for the maintenance of rental properties within Delta Charter Township. Prior to a rental inspections, property owners should check their properties as noted below:

Smoke Detectors

- One (1) smoke detector installed on every level of a dwelling, including basements
- One (1) smoke detector installed in each sleeping area and on the ceiling or wall outside each separate sleeping area in the immediate vicinity of bedrooms
- One (1) smoke detector must be installed in every common hallway

Doors

- All interior and exterior door, door assemblies and hardware maintained free of cracks, holes, peeling or flaking material and shall fit reasonably within its frame and shall be capable of being opened and closed.
- Deadbolt locks required for doors providing access to the dwelling unit.
- Locks at entrances to dwellings.
- Locks which require keys, special knowledge or effort to open from the inside are prohibited

Windows

- Every window in sound condition, good repair and weather-tight
- All glazing materials maintained free from cracks, breaks and holes
- Every window easily openable and capable of being held in position by window hardware
- Every bedroom and habitable space contains at least one (1) window of approved size for purposes of light, ventilation and emergency egress

Lighting

- Common hallways and stairways lighted at all times in multifamily buildings.
- Every toilet room, kitchen, bathroom, laundry room, boiler room and furnace room contain at least one electric light fixture
- All other spaces provided light sufficient to permit sanitary conditions and safe occupancy

Exhaust and Ventilation

- Every bathroom contains a mechanical ventilation system or a window of required size
- Clothes dryer and bathroom exhaust vented to the outside of the structure
- Plastic flex dryer duct prohibited

Interior surfaces, Walking Surfaces, and Stairs

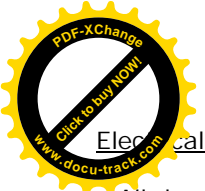
- All interior surfaces including floors, floor coverings, walls and ceilings maintained in good, clean, and sanitary condition
- Every interior and exterior stair, ramp, landing, balcony, porch, deck or other walking surface maintained sound, in good repair and be capable of supporting normally imposed loads
- Every stairwell containing four or more risers contains a handrail of proper height and length
- Every handrail and guard is firmly fastened and capable of supporting normally imposed loads

Plumbing

- Every dwelling unit contains its own bathtub or shower, toilet, bathroom sink and kitchen sink which shall be maintained in a sanitary condition and is capable of safely and effectively performing the function for which such plumbing fixtures are designed
- Every plumbing fixture is connected to an approved public or private water system

Heating

- All dwellings provided with safe and approved heating facilities capable of maintaining minimum room temperatures in all habitable rooms, bathrooms and toilet rooms



- All dwelling units served by a three-wire, 120/240 volt, single-phase electrical service having a rating of not less than 60 amperes
- Electrical systems, equipment and wiring properly installed, wired and maintained in a safe and approved manner
- Every habitable space in a dwelling contains at least two (2) separate and remote receptacle outlets
- Every laundry area contains at least one (1) grounded type receptacle or a receptacle with a ground fault circuit interrupter
- Every bathroom contains at least one receptacle

Occupancy Limitation

- All habitable rooms are not less than seven (7) feet in any plan dimension
- Every bedroom occupied by one person contains at least 70 square feet of floor area, and every bedroom occupied by more than one person contains at least 50 square feet of floor area for each person thereof
- Kitchens and non-habitable spaces are not be used for sleeping purposes
- Basement is not used for sleeping purposes unless light, ventilation and egress standards are met

Rubbish Containers

- All rubbish is disposed of by placing such rubbish in approved, covered containers
- Approved covered containers for rubbish are provided
- Removal of rubbish is ensured

Junk and Junk Vehicles

- The exterior premises remains free of junk, trash, rubbish, and garbage
- Vehicles which are not currently licensed or legally operable for roadway use are not being stored on the exterior premises

Exterior Structure

- All buildings contain address numbers plainly legible and visible from the roadway
- All exterior surfaces are maintained in good condition and be kept free of cracks, breaks, holes or loose or rotting materials
- Exterior wood surfaces, other than decay-resistant woods, are protected from the elements and decay by painting or other protective covering or treatment
- Peeling, flaking and chipped paint has been eliminated and surfaces repainted
- All structural members are free from deterioration and are capable of supporting the imposed loads
- The roof and flashing are sound and do not have defects which admit rain, dampness or deterioration
- All accessory structures including garages, fences and sheds are maintained structurally sound and in good repair

THIS LIST IS REFERENCED FROM THE INTERNATIONAL PROPERTY MAINTENANCE CODE AS HAS BEEN ADOPTED VIA REFERENCE BY DELTA TOWNSHIP.



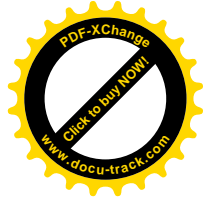
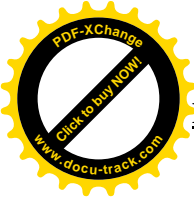
Common Rental Inspection Violations

1. Shower hoses not properly protected against backflow (shower hoses cannot go past the flood rim - shorten or provide vacuum breaker)
2. Hoarding/ unsanitary conditions (egress violations - clear paths - must be available to all points of egress)
3. Deadbolt locks at entry doors
4. Missing electrical connectors on garbage disposals
5. Peeled/ chipped paint
6. Permanent use of extension cords (must be disconnected)
7. Missing window locks
8. Insufficient number of smoke alarms (one on each level of each floor, inside each bedroom and directly outside)
9. Interconnected smoke alarms not functioning as interconnected
10. Appliances installed improperly and/ or without permits
11. Bedrooms in uninhabitable spaces
12. Exit/ emergency lighting not functioning
13. Improper/ unpermitted plumbing
14. Missing handrails/ guardrails on stairwells
15. Missing batteries in smoke alarms
16. Improper/ hazardous electrical conditions
17. Open junction boxes
18. Open spaces in electrical panels
19. Missing or not functioning bath fans
20. Charcoal grills and propane tanks on balconies and decks (multi-family)
21. GFCI's not functioning properly
22. Rotted/ unsafe decking
23. Fire rated doors not closed & self-latching
24. Improper length/ material of dryer vents
25. Improper termination of dryer exhausts
26. Cracked windows
27. Missing outlet covers
28. Sump pump discharging into sanitary sewer

*It is highly recommended that furnaces are inspected yearly by a licensed contractor and carbon monoxide detectors are installed.

Please be advised that the above it is not a complete list of possible violations. The Building Department enforces the International Property Maintenance Code 2006, 2006 Michigan Residential Code, 2006 Michigan Plumbing Code, 2006 Michigan Mechanical Code and 2008 Michigan Electrical Code. These codes can be viewed in their entirety in the Building Department or purchased from the International Code Council website at <http://www.iccsafe.org/>.

[illegible]



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Building Address **No. of Units** **No. of Occupants** **Room Dimensions**

Applicant Affidavit:

I, the undersigned, do hereby attest to the truth and accuracy of the information contained in this application and understand that falsification of this application may result in application denial.

I, the undersigned, do hereby grant Delta Charter Township permission to conduct any and all inspections required and affirm that all tenants of the subject property will be informed of required and scheduled inspections.

Furthermore, I, the undersigned, do hereby state that all leases of residential property of which I am a party to and which are subject to Delta Township Ordinance, hereafter executed shall contain a provision requiring the tenant to consent to inspection upon notice.

I, the undersigned, do hereby attest to the forgoing and do hereby voluntarily affix my signature hereto:

Signature of Owner/ Agent: _____ Date: _____